

**TOWN OF ELSMERE  
SPECIAL COUNCIL MEETING MINUTES  
MARCH 24, 2011  
COUNCIL CHAMBERS  
6:30 p.m.**

**CALL TO ORDER:** Mayor Deborah A. Norkavage called the meeting to order at 6:30 p.m.

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

MAYOR	DEBORAH A. NORKAVAGE	PRESENT
1 <sup>ST</sup> DISTRICT	JOHN JAREMCHUK, JR.	PRESENT
2 <sup>ND</sup> DISTRICT	STEVEN BURG	PRESENT
3 <sup>RD</sup> DISTRICT	THOMAS S. NOVAK, JR.	PRESENT
4 <sup>TH</sup> DISTRICT	CHARLES MCKEWEN	PRESENT
5 <sup>TH</sup> DISTRICT	JOANN I. PERSONTI	ABSENT
6 <sup>TH</sup> DISTRICT	JOHN N. PASQUALE, JR.	ABSENT

Town Manager, John Giles – Present  
Town Solicitor, Edward McNally – Absent

**PUBLIC COMMENT:**

None

**APPROVAL OF MINUTES:**

None

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**ACTION:** A motion was made by Councilman Jaremchuk accept the resignation of Councilman John N. Pasquale, Jr. for the purpose of serving on the New Castle County Board of Elections. The motion was seconded by Councilman Burg.

**VOTE:** 5-0 with 2 Absent All-in-Favor Motion carried

**ACTION:** Mayor Norkavage made a motion that Mr. Edward Olga be seated as the 6<sup>th</sup> District Councilman to complete the term as vacated by Councilman Pasquale. The motion was seconded by Councilman Novak.

**VOTE:** 4-0, 1 Abstained, 2 Absent All-in-Favor Motion carried

1<sup>st</sup> District – Abstained, 2<sup>nd</sup> District – Yes, 3<sup>rd</sup> District – Yes, 4<sup>th</sup> District – Yes, 5<sup>th</sup> District – Absent, 6<sup>th</sup> District – Absent/Vacant, Mayor – Yes

Councilman Jaremchuk stated for the record that he abstained because Mr. Olga is his son-in-law.

At this time Mayor Norkavage swore Mr. Edward Olga in as Councilman of the 6<sup>th</sup> District.

At this time Councilman Edward Olga took his seat on Council as the 6<sup>th</sup> District Councilman for the remainder of the meeting.

Review and Consideration of Purchase Requests for the Department of Public Safety.

Lieutenant Workman presented a report to council regarding pending purchases within the Department of Public Safety.

**ACTION:** Councilman Jaremchuk made a motion to subscribe to the IACP NAT at the cost of \$500, to be transferred from the Public Safety Salary Line into Dues Subscriptions and Meetings. The motion was seconded by Councilman Burg.

**VOTE:** 6-0 with 1 Absent All-in-Favor Motion carried

Lt. Workman gave a summary of a purchase to be made from an existing Burn Grant for Pens to give out to the public.

Councilman Jaremchuk asked if this grant could be used for the Summer Bike Patrols.

Lt. Workman stated that there are not enough funds in this particular account to be able to do so however, they are looking into a other grants for such funding.

Councilman Jaremchuk asked Lt. Workman to look into CJC Grants to fund this year's summer patrols.

Lt. Workman stated that in addition to the salaries they are looking into purchasing new bicycles and additional gear for the officers.

At 6:48pm Councilwoman Personti arrived and joined the meeting.

Lt. Workman stated that they have a purchase to the Wilmington Trust Credit Card for \$102.00 from iPage, which is hosting [www.elsmerepd.com](http://www.elsmerepd.com) for 2 years owning the domain name. Ferguson & McCann sent in the bill for the removal of the Gasoline tank in the Police parking area, and questioned what account this was approved to be charged.

Mayor Norkavage stated that there was a requisition for this and that the bill will be ready for payment.

Town Manager Giles stated that the bill that the Mayor is referring to is for the clean out of a tank that was discovered on the Town side of the building and not the removal of the tank on the Police side. He stated that the tank that was cleaned out is going to be removed and an additional bill for both the Police tank and the Town tank are still to come.

Lt. Workman stated that \$7200.00 will be the bill for the Police side is in.

Town Manager Giles stated that this was to be charged as a capitol expense.

Lt. Workman stated that the payment for Digital Office Solutions is in for \$1,653.00 the copies made on the leased copy equipment and that this is a purchase for 2 different budget years. He stated that B-Safe was in to complete the final stages of moving the evidence room for the security of this room. He stated that this would be out of an approved grant.

Mayor Norkavage asked if this would be the last item to finish the move and asked if the evidence room would now be in compliance with all regulations.

Lt. Workman stated that he believed that is the case, he also stated that he an Sgt. Smith would be attending training and receiving the new CONDOR Evidence System in the next week or so and that would also be housed in the Evidence area.

Councilman Jaremchuk asked if an officer would have to come back to the office after receiving the call to retrieve the evidence system.

Lt. Workman stated that there is a box and a pad that the officers would pick up at the beginning of their shift and place into the vehicles. He would process the scene and it would be downloaded into a portable server in the box. Once the box

was placed back in evidence it would go through a wireless connection and download onto the main server automatically.

Mayor Norkavage expressed concern with security on a wireless system for evidence.

Lt. Workman assured the council that there is a significant amount of wireless security placed onto this system because of its use and all information would be encrypted until downloaded onto the proper systems.

At this time there were no additional bills to discuss.

Town Manager Giles asked the council to confirm that they have agreed to pay the Wilmington Trust Bill, iPage, Ferguson & McCann, Digital Office Solutions, B-Safe, IACP NAT and the pens from the Burn Grant.

Mayor Norkavage confirmed.

Councilman Jaremchuk asked if in the future Lt. Workman could submit to council a list of bill prior to the council meeting that they could review and only ask questions if necessary and approve in a quick motion.

Lt. Workman stated that he would certainly do so.

Mayor Norkavage stated that they would discuss upcoming training and making sure that the Town would be covered at all times during these times.

Lt. Workman stated that the April 4 – 7 conference in Pittsburg is not a necessary meeting and is not one he feel is impertinent to attend, therefore he would be willing to cancel said trip.

At this time a lengthy discussion occurred regarding the McLaughlin Business Group and its purposes in the Police Department.

**ACTION:** A motion was made by Councilman Jaremchuk to cancel participation in this event. The motion was seconded by Councilman Novak.

**VOTE:** 7-0 with All-in-Favor Motion carried

Councilman Burg asked which officers were to attend the Mental Illness conference.

Lt. Workman stated the Sgt. Smith would be attending that conference and it would be day trips with no hotel required.

Mayor Norkavage asked if all of the department members had been recertified in CPR and AED Training.

Lt. Workman stated that all officers and Town employees have been recertified.

Councilman Novak asked who would be cancelling the hotel reservations for the Pittsburg conference.

Lt. Workman stated that he would be making those cancellations.

Mayor Norkavage asked if there were any officers who would be attending the 5<sup>th</sup> District meeting.

Councilwoman Personti stated that she had received an email indicating that Sgt. Smith would be attending in addition to her District Officer, Officer Davis.

Lt. Workman Confirmed.

Lt. Workman stated that currently there is no one within the Public Safety Department has access to the request tracker system.

Mayor Norkavage asked what needed to be done to get someone access.

Town Manager Giles stated that the council would just need to authorize someone and that Assistant Manager Tina Law would be able to grant that access.

Mayor Norkavage stated that she believed that decision could be made at the discretion of Lt. Workman, but that it was important to get someone access. She asked that he decide and get a name to Tina as soon as possible.

Mayor Norkavage asked about Budget adjustments.

Lt. Workman stated that the adjustments are something that were being worked on prior to the Chief's resignation, they were added to the report just for Councils information.

Mayor Norkavage asked about Collins Business Solutions.

Lt. Workman stated that this is the Telephones and that they have just moved the line items where this is charged to equipment contracts and not to telephones.

Town Manager Giles asked if Council was approving the proposed line item transfers out of Workman's Comp. to Vehicle Insurance \$4,273.84, Business Insurance \$1,163.00, Computer Operations 1,877.49, Training \$500.68.

Mayor Norkavage asked if the additional Vehicle Insurance was for the new vehicle.

Lt. Workman confirmed.

Councilman Burg asked if they removed vehicles from service and added new vehicles why there was an increase in insurance.

Lt. Workman stated that 2 vehicles were added and only one vehicle was taken out of commission.

Lt. Workman stated that PFC. Haines had attended Training in January in Mississippi and was only granted \$42.00 a day per diem during his trip and should have been granted \$60.00 a day per diem and that a payment of \$108.00 should occur for this trip.

**ACTION:** A motion was made by Councilman Jaremchuk to issue a per diem to PFC. Haines in an amount totaling \$108.00. The motion was seconded by Councilman Burg.

**VOTE:**        7-0        All-in-Favor        Motion carried

At this time multiple conversations were occurring at once and the tape was unable to be transcribed.

Councilman Novak asked how much additional money would remain in Workman's after the transfers have been approved, and if there was just as much additional money in all departments.

Finance Director, Joseph Schulcz stated that the other departments were fairly low.

Lt. Workman stated that the initial cost was given by the Insurance Company and that the cost has gone down.

Councilman Burg asked why the Town was paying Insurance on an undercover vehicle that wasn't being used.

Lt. Workman stated that the vehicle has been used and that the vehicle is tagged and legal.

**ACTION:** A motion was made by Councilman Jaremchuk to approve all proposed line item transfers. The motion was seconded by Councilman Novak.

**VOTE:** 7-0 All-in-Favor Motion carried

Town Manager Giles requested that the Mayor and Council revisit the Summer Patrols. He stated that he believes it would be proper to discuss when to hire the Summer Patrol and price new bicycles through the savings on Chief McLaren's former Salary should be enough to fund the patrols through June 30<sup>th</sup> even if the grants are not obtained.

Lt. Workman stated that the bikes are \$3,500.00 for two fully outfitted bicycles that will last 10 years.

**ACTION:** A motion was made by Councilman Novak approve the hiring of two Summer Patrol Officers. The motion was seconded by Councilman Burg.

**VOTE:** 7-0 All-in-Favor Motion carried

Mayor Norkavage asked if we could request to receive all bills from Delaware Micro Computers electronically. The invoices indicate that we are charged for paper invoices.

At this time a discussion occurred regarding the security and computer systems and access levels in the Department of Public Safety.

Lt. Workman asked what was to be done with the vehicles that had been seized by the department.

Town Manager Giles stated that at a previous meeting it had been approved to turn the vehicles over to First State Towing to take to the normal public auction.

At this time multiple conversations were occurring at once and the tape was unable to be transcribed.

Lt. Workman asked if the council had approved the replacement of the server backup battery pack.

**ACTION:** A motion was made by Councilman Jaremchuk to authorize the replacement of the server backup battery pack. The motion was seconded by Councilman Burg.

**VOTE:** 7-0 All-in-Favor Motion carried

Lt. Workman notified the council of a current outstanding order for additional uniform items for the officers. He also notified that the Council that they were doing a survey for nuisance properties and that the Ordinance states this should be done by the Chief of Police.

Councilman Burg asked if unfounded complaints count against a property owner.

Lt. Workman stated that this is at the discretion of the Chief of Police.

Councilwoman Personti stated that she recalled at a previous meeting that Chief McLaren stated that there is a process that occurs, where the property owner is not penalized for calling for help, just for complaints.

Councilwoman Personti asked what the surplus from the Police Department Budget was, as mentioned at a previous meeting.

Finance Director Schulcz stated that he believed that it was somewhere around \$10,000.00 to \$18,000.00 in surplus at a minimum.

**ACTION:** A motion was made by Councilwoman Personti to award Town Manager Giles \$5,000.00 bonus to be paid from the Police Department Salary Line Item for the administrative oversight that he has been completing within the Police Department since the Chief's resignation. The motion was seconded by Councilman Burg.

**VOTE:**        7-0        All-in-Favor        Motion carried

Lt. Workman informed Council that the Town Wide Clean up Day on April 16, 2011 has been pushed onto him and that he feels that if he is the only person organizing the event it will not be able to occur on the set date because he feels that he does not know where to begin. He stated that he has spoken with Town Manager Giles and they will be working on the event together and it should come together in time to keep the April 16, 2011 date.

**ACTION:** A motion was made by Councilman Burg to enter into an executive session to discuss personnel matter and to return to the public. The motion was seconded by Councilwoman Personti.

Town Manager Giles stated that before the council voted to go into executive session he would like to point out that while Ferguson & McCann were out they did determine that there was an additional abandoned gas or oil tank on the Recreation side of the building that is in need of removal. They have submitted an estimate of \$5,000.00 to remove this tank.



**VOTE:** 7-0 All-in-Favor Motion carried

At this time the Mayor and Council entered into Executive Session.

At this time the Mayor and Council returned to Public Session.

**ACTION:** A motion was made by Councilman Jaremchuk to declare that they have not found a suitable candidate for the Chief of Police within the Elsmere Bureau of Police and would like to seek applicants from outside the existing department to fill the open position. The motion was seconded by Mayor Norkavage.

**VOTE:** 7-0 All-in-Favor Motion carried

**ACTION:** A motion was made by Councilman Jaremchuk to call council into a special session on Friday, April 1, 2011 at 6:30pm for the purpose of discussing the hiring of a Police Chief. The motion was seconded by Councilman Burg.

**VOTE:** 7-0 All-in-Favor Motion carried

**DEPARTMENTAL REPORTS:**

None

**PUBLIC COMMENT:**

None

**ADJOURNMENT:**

**ACTION:** A motion was made by Councilman Novak to Adjourn. The motion was seconded by Councilman McKewen.

**VOTE:** 7-0 All-in-Favor Motion carried

These minutes summarize agenda and other issues discussed at this Council Meeting. Votes are recorded accurately. The audio tape(s) of this meeting will be available at Town Hall for a period of two years from the date these minutes are approved. The audio tapes may be reviewed at Town Hall by appointment and in accordance with the Freedom of Information Act.

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**DEBORAH A. NORKAVAGE**  
**MAYOR**

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**JOANN I. PERSONTI**  
**SECRETARY**